

Central Wisconsin Community Action Council, Inc.
EPF&A Committee Meeting Minutes
August 14, 2020

Present: Dave Singer, Muriel Harper, Donna Maly (by Zoom), Charlie Krupa (by Zoom), and John Earl

Excused Absence: None

Staff: Fred Hebert, Kari Labansky (by Zoom), and Donna Lynch

Guests: None

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the July 17, 2020 EPF&A Committee meeting.
3. Personnel Discussion - Fred reported that one of our Guardianship staff members has resigned. No COVID cases to report for staff members.
4. Kari presented the Finance Report. The Statement of Revenues & Expenditures for January 1, 2020 through June 30, 2020 reflected revenues at \$3,865,416 and expenditures at \$3,809,631. Cash Balance as of July 2020 reflected \$974,764. Motion passed by unanimous vote approving the Finance Report as presented.
5. Fred presented information on the Adams-Friendship Senior Village transfer from CAP Services with financing costs estimated to be \$500,000. He consulted with Jean Christensen who provided information helpful in the decision to move forward with the project. We plan to finance through the Bank of Mauston assuming ownership on January 1, 2021. Motion was made by Charlie Krupa to approve the resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. entered into an agreement in 2004 with CAP Services, Inc., Stevens Point, WI for the purpose of developing a Senior Housing Project in the City of Adams; and **WHEREAS:** CAP Services, Inc. would become a sole member of a newly formed organization, Adams-Friendship Senior Village, LLC; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would be a secondary partner and lender to the Developer, Adams-Friendship Senior Village, LLC; and **WHEREAS:** The Project would be requesting Low-Income Housing Tax Credits as one source of funding; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would apply for HOME funds to be lent to the Project, Adams-Friendship Senior Village, LLC; and **WHEREAS:** Low Income Housing Tax Credits (LIHTC) were approved for the Project; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. received a HOME grant, then lending those funds to the Adams-Friendship Senior Village, LLC, and **WHEREAS:** The Project was completed and occupied in 2005; and **WHEREAS:** Central Wisconsin Community Action Council, Inc., as Partner, has an option of "Right of First Refusal" to assume ownership of the Project, after 15 years of operation; and **WHEREAS:** The 15-year period will end in October 2020; and **WHEREAS:** The Investor, Cinnaire, desires to sell their ownership claim Now there for let it be resolved: That Board of Directors of Central Wisconsin Community Action Council, Inc. authorizes the Executive Director to pursue transfer of the Adams-Friendship Senior Village Apartments to Central Wisconsin Community Action Council, Inc. from the Adams-Friendship Senior Village, LLC, CAP Services, Inc., Stevens Point, WI.", and recommend for full board approval. Seconded by Donna Maly. Passed by unanimous vote.
6. Fred provided an update on the Beaver Dam Men's Shelter. A purchase offer has been submitted to Father Mike with the purchase contingent on CWCAC obtaining the loan, having an appraisal and survey done, and zoning.

7. We are waiting for the DNR Storm Water Permit and then expect to receive State HOME grant approval for the Fait Family Apartments project. A response from Federal Home Loan Bank in early August confirms we are in the running with our grant application. We will look at locking in pricing for contractor bids with site work possibly yet this fall.
8. Work has already begun on our next HOME Affordable Apartment Project in the City of Adams; an 11-unit duplicate of the Charlie Krupa project on land donated to us by the city. Good news is that State funding limits have increased and we have substantial support from the city. Jim Grothman will survey the property. Motion was approved by unanimous vote recommending full board approval of naming the property after former board member, Bill Gomoll.
9. Board and staff longevity awards will be presented for recognition at the August Board of Directors meeting, and distributed to staff afterwards.
10. Fred reported that the HVAC unit at the Wisconsin Dells office has been replaced by BTU who had the best bid. The cost was \$30,000 which will come out of our building reserve account.
11. Fred discussed possible construction of a one or two stall garage on the Wisconsin Dells property to store lawn maintenance and snow plowing equipment. We would purchase the equipment for storage in the Dells, but save money by having a staff member doing the maintenance. He will continue to explore options.
12. The Board of Directors meeting will be held on Wednesday, August 26th with options for attendance including in-person, by Zoom, or by telephone.
13. We recently purchased an outdoor cooler for the Adams Food Pantry which will be coming soon. He discussed the possibility of constructing a new Adams Food Pantry building on our property right next to the current building. We're considering 2000 square feet and will need a design. We've received many donations this year and Fred would also contact large donors with the proposal idea. Jim Grothman will survey the property. Motion was passed by unanimous vote giving Fred permission to pursue construction of a new Adams Food Pantry building.
14. Service awards will be prepared and presented to all of our food pantry volunteers.
15. We will be hiring a staff member to do lawn maintenance and snow removal at all of our Adams properties; this will be cost saving for the agency. The equipment will be stored in Adams.
16. Motion was passed by unanimous vote approving the motion which reads, "***WHEREAS:*** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and ***WHEREAS:*** Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and ***WHEREAS:*** Program staff include Jim Dahlke, Jeff Housker, Renee Hazelton, Mary Kate Thurow, Judith Kaye, Elaine Johnson, and SueAnn Eck; ***Now there for let it be resolved:*** That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and this corporate resolution is a true and correct copy and is in full force and effect."
17. Meeting Adjourned - Next Meeting - Friday, September 11, 2020